Tenmast Software

*Making Your Job Easier!*

WinTen2

# Financial Report Writer

## Preliminary User Manual

User Manual Edition: 12/2009

***Making Your Job Easier!***

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**WinTen² Financial Report Writer**
**Preliminary User Manual**

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# PART I:

# INTRODUCTION

# 1

# Overview

The Financial Report Writer (FRW) allows your agency to design and produce custom financial reports using information and data drawn from the WinTen² General Ledger program.

In addition, FRW helps you produce summarization and balance sheet style reports that are much more complicated than simple listing reports.

When designing a custom financial report, you choose a template which will serve as your starting point for building your custom report. Your selected report template consists of a series of rows and columns with a heading (title). Column formats are provided for you by WinTen² and cannot be altered. However, a row formatting tool is in place to allow you to create as complex a report as you need, with seemingly endless design possibilities!

In this manual we will discuss the following tasks and topics:


- *Basic Actions 2.1*
  - *Accessing FRW 2.1*
    - *The Financial Report Tab 2.2*
    - *The Maintain Financial Report Screen 2.3*
  - *Viewing/Organizing Reports 2.4*
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This chapter provides an overview of the program. Topics addressed include:


- *Feature List 1.2*
- *Program Integration 1.3*


# Feature List

Here are just some of the ways Financial Report Writer makes your job easier.

### General Ledger Integration

Data affecting other WinTen² programs automatically integrates with those programs "live," in real time. This eliminates duplicate data entry and ensures that all users have current information.

### Flexibility

WinTen² programs allow your agency to make customizations to reflect your own business processes and make your job easier. For example, the Financial Report Writer allows you to design summarization and balance sheet style reports to your own, distinct specifications.

### Browse Screens and Drill-down

Browse screens with expanded sorting, filtering, and searching options help you find existing records more easily. You can also drill down to find related records. Expanded drill-down features provide many different ways to get to the same data.

### Wizards

WinTen² programs feature expanded use of wizards to guide you through complex processes and help ensure that you complete HUD-mandated steps. The Financial Report Writer includes a wizard to help you create, modify, and print financial reports.

### Keyboarding Options

With WinTen² programs, you can choose to use your computer's mouse or speed data entry by using expanded keyboard shortcuts. You have the option of navigating through the FRW, entering data, and executing commands by using the keyboard almost exclusively.

### Security

Managers can restrict user access to custom financial reports based on user security roles. This reflects the enhanced user security roles across WinTen² programs.

### Custom Reports

WinTen² programs include built-in reports with powerful filters to help track and manage your agency's data. As well as the Financial Report Writer, the Custom Report Writer program allows managers to create custom reports and make them available in specific programs. Managers can restrict user access to custom reports based on user security roles.

# Program Integration

FRW integrates with two other WinTen² programs.

***Hint:*** *For information on any of these programs, please see their respective user manuals or contact Tenmast.*

## Required Program

The **Master Setup** and **General Ledger** programs are required for FRW to function.

### Master Setup

The **Master Setup** program allows the administrator of your WinTen² programs to control security permissions, which govern what any individual can see or do in the program.

### General Ledger

The **General Ledger** program integrates with FRW to provide the financial data you need for the reports you will generate.

Your agency maintains your general ledger accounts in the General Ledger program. This provides support for developmental fund accounting and allows fixed asset information to appear on your financial statements automatically.

# PART II:

# TASKS

# 2

# Basic Actions

The Financial Report Writer (FRW) provides great flexibility in creating financial reports within General Ledger.

This chapter provides an overview of the basic actions you can perform in the Financial Report Writer and also the two important screens you will be working with when using this tool:


- *Accessing FRW 2.1*
    - *The Financial Report Tab 2.2*
    - *The Maintain Financial Report Screen 2.3*
- *Viewing/Organizing Reports 2.4*
- *Searching Reports 2.4*


# Accessing FRW

You can access the Financial Report Writer two different ways: the REPORTS button on the **General Ledger main screen**, or the SETUP button on the same screen. Depending on your security rights, you could be able to access the FRW one or both ways.

When accessing FRW, you might encounter and work extensively with two different screens in the General Ledger program:

- *The Financial Report Tab 2.2*
- *The Maintain Financial Report Screen 2.3*

1. Double-click the General Ledger name/icon on the **TenCentral dashboard**. The **General Ledger main screen** appears.

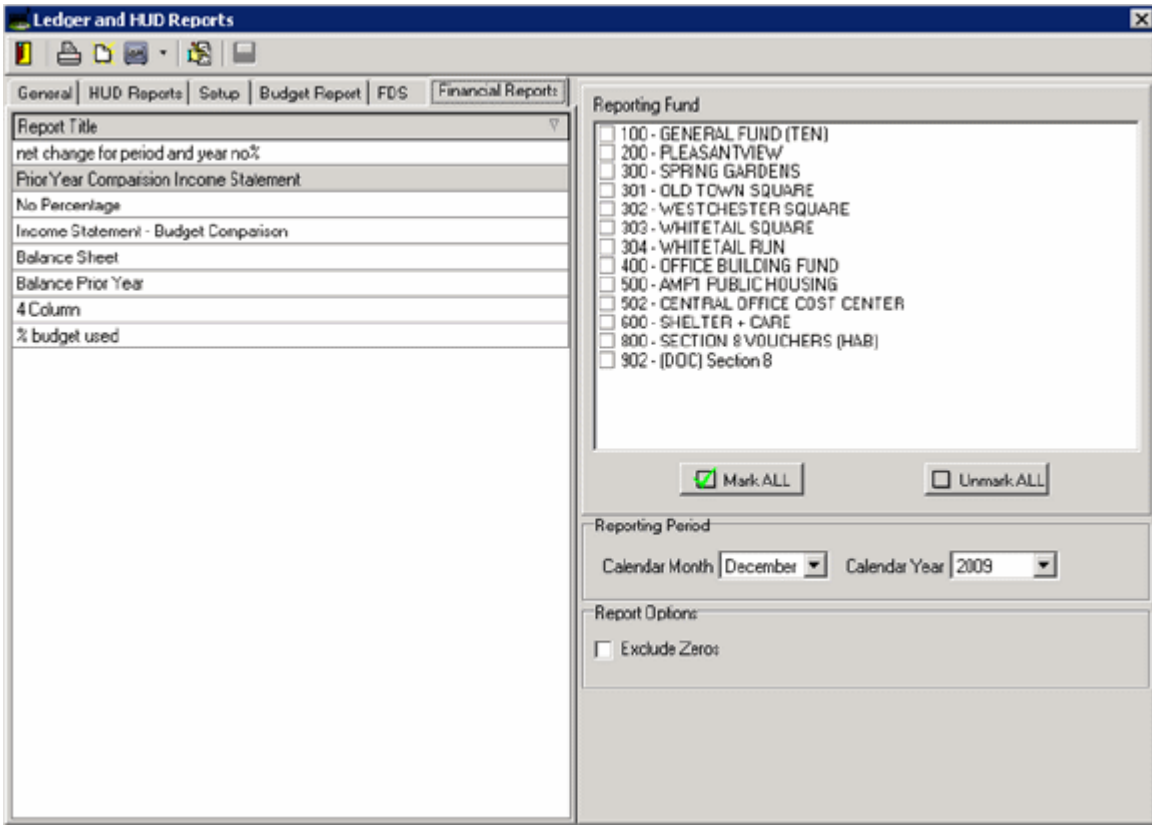
2. Click Reports. The **Ledger and HUD Reports screen** opens.
3. Select the **Financial Reports tab**.
4. Click the Report Writer icon. The **Maintain Financial Report screen** appears where you can begin setting up a custom financial report.

**OR**

1. Double-click the General Ledger name/icon on the **TenCentral dashboard**. The **General Ledger main screen** appears.
2. Click Setup. The **Maintain Ledger Settings screen** displays.
3. Click Financial Reports. The **Maintain Financial Report screen** appears where you can begin setting up a custom financial report.

# THE FINANCIAL REPORT TAB

On the **Financial Report tab**, you have the ability to work with existing reports to determine what financial records to include in your reporting:



In the **Report Title** section, your available reports are listed.

- ✓ To preview a report, select it from the list and click PRINT PREVIEW on the toolbar. A separate window will open where you can review the report's information and see how it will appear as printed.
- ✓ To print a report, select it from the list and click PRINT on the toolbar.

In the **Reporting Fund** section, your available accounts are listed.

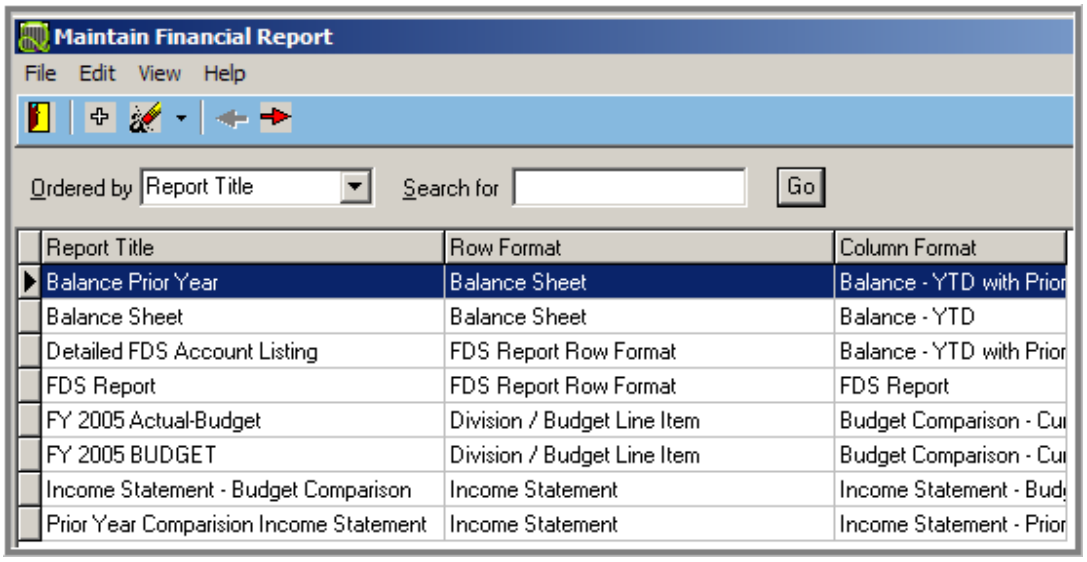
- ✓ To enable an account to be used in your financial reporting, select its checkbox.

  When you click or , the selected fund(s) data will appear in the report that was highlighted in the **Report Title** list.

  - *Use Mark ALL or Un Mark ALL to select all, or none, of the funds quickly and easily.*
- ✓ Using the **calendar month** and **calendar year** drop-down menus, specify the reporting period you want to include in your report.
- ✓ To exclude zeros from your report, select the **exclude zeros** report option checkbox.
  - *When selected, if the account balance, budget amount, or prior year amount, depending on the column format defined, is zero, it is "ignored" and will not print, thereby reducing the size of a generated report.*

# THE MAINTAIN FINANCIAL REPORT SCREEN

The **Maintain Financial Report screen** in the General Ledger program is, in essence, the hub for all your financial report activity:



- ✓ Use the red arrow buttons to select the next report in the list. The right arrow selects the next report below; the left arrow selects the next report above.

From this screen, you can:

1. View/organize your current reports.
2. Set up, or edit, a customized financial report.
3. Access the row format tool to fine-tune your reports even more.
4. Search for specific report titles, row formats, or column formats.

# VIEWING/ORGANIZING REPORTS

Once on the **Maintain Financial Reports screen**, you will see a list of all your agency's financial reports in a table. Along with the report's title, you may view each report's row format and column format.

***Note: For more information on row formats and column formats, please see Working With Formats 4.1.***

You have the choice to organize the report list by any of the table's three column components: **Report Title** (default), **Row Format**, or **Column Format**.

- ✓ To put the table in alphabetical order by a specific report component, select the component from the **ordered by** drop-down menu. The table will then sort the list of reports accordingly, in alphabetical order.

# SEARCHING REPORTS

You also have the ability to search for a specific report in the report table on the **Maintain Financial Reports screen**.

When the list is long and time is short: search!

## To Search for a Report/Format

1. Select the component you want to search for from the **ordered by** drop-down menu.

2. Enter a keyword pertaining to the component in the **search by** field and click GO. The first report in the table that matches your search entry will be highlighted.

***Hint:*** *The search function is similar to a wildcard search. You may either enter an entire keyword, or just the few beginning letters of the word.*

# 3

# Creating New Reports

With the Financial Report Writer (FRW), you are able to customize and print financial reports. In order to do so, the FRW allows you to retrieve information from the General Ledger program and generates it into a report.

***Note: Specifically, the reports are generated from the data collected on the GL Maintain Accounts screen.***

A financial report created with the FRW consists of a series of rows and columns with a heading. A selection of column formats are provided for you by WinTen² and cannot be altered. However, a row formatting tool is in place to allow you to create as complex a report as you need.

When designing a custom financial report, you may choose to build your report one of two ways:

- ✓ Using existing row format data. This is helpful if the report you are creating is similar to another existing report with only a few minor changes.
- ✓ Building a financial report "from scratch" without pre-existing row data.

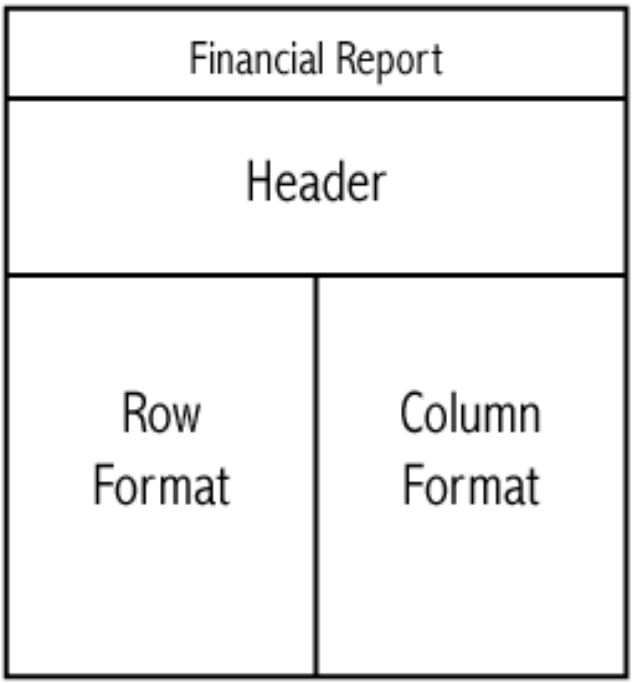
**CAUTION:** ***If you choose to create a report using an existing row format, any future changes you make to that report/row format will affect EVERY report that uses that format!***

This chapter provides an overview of the creating a new report task. Topics addressed include:


- *Financial Report at a Glance 3.2*
- *To Create A New Report 3.3*
    - *The Create New Report Wizard 3.3*

# FINANCIAL REPORT AT A GLANCE

A financial report consists of three sections: header, row, and column. These are the sections you will be customizing to suit your needs.




### Header

The header is located at the top of the report and usually contains the company name, date, and name of report.

### Columns

Columns are the vertical positions of data in a report. Column formats are provided by WinTen² but you can choose from a number of different formats to use in your reporting.

### Rows

Rows are the horizontal positions of data in a report, and you can define the number of rows, as well as their content. Row formats are more complex than column formats and are completely customizable.

# To Create A New Report

### Existing Row Format or New Row Format?

Select a report with the row format that best reflects the data you want to report.

1. From the **Maintain Financial Report screen**, select a report with the row format you want to customize to your specific needs.

### Access Create New Report Wizard

2. Click . The **Create New Report Wizard** is initiated.

# The Create New Report Wizard

The **Create New Report Wizard** helps you create a new report with four quick and easy steps.

### Step 1: Enter Report Title and Select Row Format

3. Enter the **report title** in the space provided. If you are using an existing report's row format as a template, the template title will display by default.
4. Select a **row format** from the drop-down menu, if necessary. The selected row format will display in the table below.

***Note: Select "New" if you want to create a new row format; then, enter the new row description in the field that appears. After creating the report, you may then access the row format tool to set up the new row's details.***

***Hint:*** *You can edit row formats separately using the Row Format tool. For more information, please see Row Formats on page 4.2.*

5. Click START to the second step/screen in the wizard.

### Step 2: Select Column Type

6. Choose a column format from the **column type** drop-down menu.

***Note: For more information, please see Column Formats on page 4.1.***

7. Click NEXT to continue.

### Step 3: Enter Report Header and Specify Print Settings

8. Enter the **report header** in the space provided.
9. Select the checkbox if you want to **show negative numbers in parentheses**. Example: -1900 displays as (1900).
10. Select the checkbox if you want to **print account numbers**.

***Note: Some reports are too large to display the account numbers and the account numbers will not display even when this checkbox is selected.***

11. Click NEXT to continue to the next step of the wizard.

### Step 4: Review and Finish

This is the final step of the **Create New Report Wizard**. Displayed on the screen are the report details you defined on the three previous steps of the wizard.

12. Look over the report details and make sure they are correct.
13. Click FINISH to finalize the report. It will now display and be accessible from the report table on the **Maintain Financial Report screen** and **Financial Report tab**.

# 4

# Working With Formats

Financial reports created by the FRW consist of a series of rows and columns with a heading (title). Column formats define the vertical positions of financial data in a report, and row formats define the report lines that are contained within a financial report.

In this chapter, we will discuss:


- *Column Formats 4.1*
- *Row Formats 4.2*
  - *To Create a New Row Format 4.3*
  - *To Edit a Row Format 4.3*
- *Line Types 4.5*


## Column Formats

Column formats define the vertical positions of financial data in a report. Column formats are provided by WinTen² and cannot be altered, but you can choose from a number of different formats:

***Note: Dollar/numeric values are the balances as of the selected report date.***

| Column Format | Description |
|---|---|
| **Balance - Current Period and YTD** | Balance Sheet - Current Period and YTD. |
| **Balance - YTD** | Balance Sheet - standard format, YTD balances as of report date. |

| | |
|---|---|
| **Balance - YTD with Prior Year Comparison** | Balance Sheet - YTD with prior year comparison. |
| **Budget Comparison - Current Period** | Income Statement - Current Period Budget Comparison with Percent Budget Used; includes YTD amounts but budget comparison is only for current period. |
| **Budget Comparison - Current Period and YTD** | Income Statement - Budget Comparison of Current Period and YTD. |
| **Encumbrance Report** | Includes Encumbrance column; encumbrances come from Purchase Order program only. |
| **Income Statement - Budget Comparison** | Income Statement - Budget Comparison Current Period and YTD. |
| **Income Statement - Four Column** | Income Statement - Current Period and YTD Ending Balance. |
| **Income Statement - Prior Year Comparison** | Income Statement - Prior Year Comparison of Current Period and YTD. |
| **PUM - Current Period** | Income Statement PUM - Current Period only; PUM: Per Unit Month, requres a unit count for projects. |

# Row Formats

Financial report customization relies primarily on row format because row formats define the horizontal report lines that are contained within a financial report.

The row format of a report is defined under a particular line type(s), and the line type(s) determines what is displayed or calculated on the report.

***Note: For more information on line types, please see Line Types on page 4.5.***

You can only use existing, defined row formats at the time you are creating a new report. If you want to create a new row format, you must first create the report and then access the Row Format tool to create a new row format for it.

***You will need to add a row for each line, or group of lines, in a report.*** This gives you complete control over all the lines within a financial report!

# To Create a New Row Format

### Select Report

You must first select the report in which you want to use the new row format.

1. On the **Maintain Financial Report screen**, highlight the report you want to work with from the table.
2. Click and select “Edit Row Format” from the menu that appears. The **Maintain Detail Line screen** appears.
3. Click on the toolbar. The **Add Report Detail Line screen** opens.

### Specify Line Type

Each row of a report is defined under a particular line type(s), and the line type(s) determines what is displayed or calculated on the report.

4. Select the **report line type** from the drop-down menu. The specified line type's details will display on the screen. (The displayed information will differ for each line type.)

***Note: Please see Line Types on page 4.5 for more information.***

5. Select the checkbox to reverse signs on printing, if desired. This reverses credits to positive amounts and debits to negative amounts.
6. Select the checkbox to **print**.
7. Select the checkbox if the row amount **is currency** (only applies to FDS Report formats).
8. Click OK to save your changes and return to the **Maintain Detail Line screen**.

   OR

   Click ADD ANOTHER to save your changes and clear the screen to add a new line type to the row format.

# To Edit a Row Format

When editing a row format, you are actually editing the line types that define it.

### Select Report

You must first select a report which includes the row format you want to work with.

1. On the **Maintain Financial Report screen**, highlight the report you want to work with in the report table.

### Access Row Format Tool

2. Click and select “Edit Row Format” from the menu that appears. The **Maintain Detail Line screen** appears.

### Select Line Type

3. Highlight the line type of the row format that you want to edit from the line type table.
4. Click on the toolbar. The **Add Report Detail Line screen** opens.

### Edit Line Type Details

5. Edit the **report line type**, if necessary. The specified line type's details will display.
6. Edit the **line description** and details, as necessary.
7. Click OK to save your changes and return to the **Maintain Detail Line screen**.
8. Click CANCEL to exit the screen without saving your changes.

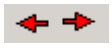
   OR

   Click ADD ANOTHER to save your changes and clear the screen to add a new line type to the row format.

## To Delete a Line Type

1. On the **Maintain Detail Line screen**, highlight the line type you want to delete from the line type table.
2. Click  on the toolbar and click YES through the confirmation message.

## More on the Maintain Detail Line Screen...

- ✓ Click on the toolbar to return to the **Maintain Financial Report screen** to browse for a new report/row format/column format.
- ✓ Use the red arrow buttons  , to move up or move down the rows on the report.
- ✓ Click to preview the row format in report form.
- ✓ Click to print the row format report.
- ✓ Click to exit the screen and return to the **Maintain Ledger Settings Menu screen**.

# LINE TYPES

Line types are the essence of the FRW, since they provide the majority of the control you need to customize your agency's financial reports.

Each row of a report is defined under a particular line type, and the line type determines what is displayed or calculated on the report. Specifically, line types:

- ✓ Format the report
- ✓ Display groups of account lines
- ✓ Handle calculations

| Line Type | Description |
|---|---|
| **Blank Line** | Prints a single blank line on the report. (Recommended to start report with at least 1 blank line.) |
| **Detail Account Type** | Prints all accounts that are of a specified account type. |
| **Double Underscore** | Prints a double underscore line. |
| **Draw Horizontal Line** | Prints a horizontal line across the page to separate groups. |
| **FDS Account Code** | Prints all accounts that correspond to the selected FDS code. |
| **GL Account Line** | Prints a single GL account. The account is specific and the fund selection for the report will not override the selected account. ***Note:*** Only use this type if you are reporting on one fund. |
| **GL Account Mask** | Prints all GL accounts that match the account mask. **Example:** ???.1111.??.??? will pull all accounts that have 1111 as the line item. |
| **GL Account Range** | Prints all accounts within a specified range. The selected fund for the report will not override the account selection. Note: Only use this type if you are reporting on one fund. |

| | |
|---|---|
| **HID Account Code** | Prints all accounts that correspond to a specific HUD account code. |
| **Page Break** | Starts the next line on a new page. |
| **Report Group #1** | Prints all accounts that correspond to a specific user-defined report field #1. **Note:** Reporting code for account given on the Main Tab on Maintain Active Accounts under Maintain Chart of Accounts. |
| **Report Group #2** | Prints all accounts that correspond to a specific user-defined report field #1. |
| **Report Group #3** | Prints all accounts that correspond to a specific user-defined report field #1. |
| **Title Centered on Page** | Prints a title line that is centered on the page. |
| **Title in Description Column** | Prints a title line in the Description column. |
| **Title Left of Page** | Prints a title line on the left of the page. |
| **Title Right of Page** | Prints a title line on the right of the page. |
| **Total Line** | Prints a total line from a report variable. |
| **Underscore Amounts** | Prints a single underscore line under amounts. |

# 5

# Modifying Reports

From time to time, you may want to edit an existing report. Use the **Edit Report Wizard** to complete the modifications quickly and easily.

## To Edit an Existing Report

### Select Report

1. From the **Maintain Financial Report screen**, highlight the report you want to work with from the report table.

***Hint:*** *If the list is long and time is short, use the Search tool! For more information, please see Searching Reports on page 2.4.*

### Access Edit Report Wizard

2. Click on the toolbar and select "Edit Report" from the menu that appears. The **Edit Report Wizard** initiated.

### Wizard Step 1: Edit Report Title and Row Format

3. Edit the **report title**.
4. Edit the report's selected **row format**, as needed.

***Hint:*** *You can add/edit row formats separately using the Row Format tool. For more information, please see Row Formats on page 4.2.*

5. Click START to access the second step/screen in the wizard.

### Wizard Step 2: Edit Column Type

6. Select a different **column type**, if necessary.

***Note: For more information, please see Column Formats on page 4.1.***

7. Click NEXT to continue.

### Wizard Step 3: Edit Report Header and Specify Print Settings

8. Modify the report header and print setting checkboxes, as needed.
    - *Select the checkbox if you want to show **negative numbers in parentheses**.*
    - *Select the checkbox if you want to **print the account number**.*
9. Click NEXT to continue to the next step of the wizard.

### Wizard Step 4: Review and Finish

This is the final step of the **Edit Report Wizard**. Displayed on the screen are the report details you defined on the three previous steps of the wizard.

10. Look over the report details and your changes to make sure they are correct.
11. Click FINISH to finalize the changes to the report. The modified report will now display and be accessible from the report table on the **Maintain Financial Report screen** and the **Financial Report tab**.

# 6

# Printing Reports

You can only print reports from the **Financial Report tab**.

## To Print Financial Reports

1. Double-click the General Ledger name/icon on the **TenCentral dashboard**. The **General Ledger main screen** appears.
2. Click

. The **Ledger and HUD Reports screen** opens.
3. Select the **Financial Reports tab**. In the **Report Title** table, your available reports are listed.
4. Highlight the report you want to print from the table.

✓ To preview a report, select it from the list and click PRINT PREVIEW on the toolbar. A separate window will open where you can review the report's information and see how it will appear as printed.

✓ To print a report, select it from the list and click PRINT on the toolbar.

### More on Printing Reports...

In the **Reporting Fund** section, your available accounts are listed.

✓ To enable an account to be used in your financial reporting, select its checkbox.

- ✓ When you click or , the selected fund(s) data will appear in the report that was highlighted in the table.
- ✓ Use or to select all, or none, of the funds quickly and easily.
- ✓ Using the **calendar month** and **calendar year** drop-down menus, specify the reporting period you want to include in your report.
- ✓ To exclude zeros from your report, select the **exclude zeros** report option checkbox. When selected, if the account balance, budget amount, or prior year amount, depending on the column format defined, is zero, it is "ignored" and will not print, thereby reducing the size of a generated report.

# PART III:

# APPENDIXES

# A

# Common Icons

## Common Screen Icons

The following icons appear on many screens throughout WinTen² programs.

| Name | Purpose | Example |
|---|---|---|
| Add icon | Add a record | |
| Cancel icon | Cancel changes from edit mode | |
| Change Color icon | Change screen color | |
| Delete icon | Delete a record | |
| Edit icon | Edit a record | |
| Exit icon | Exit a screen and return to a menu screen (closes any open browse screens) | |
| Generate Form Letters icon | Start the Generate Form Letters Wizard | |
| Next icon | View the next record | |
| Notes icon | Open the Notes screen | |
| Preview icon | Preview a report or printed document | |
| Print icon | Print a report or document | |
| Prior icon | View the prior record | |

| | | |
|---|---|---|
| Save icon | Save changes from edit mode | |
| Search icon | Exit a screen and return to a browse screen to search for other records | |
| Show Form Letters icon | View a history of printed form letters and reports | |
| Show/Hide icon | Show or hide a screen's detail information section | |
| Tools icon | Take action on a record (select from a menu of options) | |
| Wizards icon | Start a wizard (select from a menu of wizards) | |

## Report Preview Icons and Button

One button and several icons appear on the Preview Report screen.

| Name | Purpose | Example |
|---|---|---|
| Close button | Close the preview | |
| First Page icon | View the first page of a report | |
| Last Page icon | View the last page of a report | |
| Load Report icon | Load (open) a saved report | |
| Next Page icon | View the next page of a report | |
| Previous Page icon | View the previous page of a report | |
| Print Report icon | Print a report | |
| Save Report icon | Save a report | |
| Zoom to Fit icon | Zoom a report to fit one entire page in the preview window | |
| 100% (Zoom) icon | Zoom a report to 100% size in the preview window | |
| Zoom to Width icon | Zoom a report to fill the preview window horizontally | |

# B

# KEYBOARD ACTIONS

All WinTen² programs offer expanded options for using the keyboard to speed data entry.

When working in WinTen² programs, many users prefer to point and click with the mouse to execute commands. Those options are available, if you want to use them. However, as you become more comfortable with your computer in general and with WinTen² programs in particular, you may find it quicker and easier to use "keyboard shortcuts" to execute commands.

This appendix includes an introduction to using keyboard shortcuts, followed by a list of some of the more common keyboard options. Topics addressed include:


- *Using Keyboard Shortcuts* *B.1*
- *Common Shortcuts* *B.6*


## Using Keyboard Shortcuts

This section introduces you to the following keyboard concepts:


- *Pressing vs. Clicking* *B.2*
- *Key Combinations* *B.2*
- *Focus* *B.2*
- *On-Screen Hints* *B.4*
- *Menus* *B.5*
- *Type Ahead* *B.5*

## Pressing vs. Clicking

When a WinTen² user manual instructs you to "press" a key or keys, it refers to pressing keys on your keyboard. For example, "press Enter" means "press the Enter key on your keyboard." "Press Spacebar" means "press the spacebar key."

***Hint:*** *If the name of an individual key has more than one word in it, the manuals refer to it by capitalizing all the words and removing the spaces between them. The Page Down key, for instance, appears as "PageDown." The up arrow key appears as "UpArrow."*

When a WinTen² user manual instructs you to "click" a button or icon, it refers to using the mouse to click something on the computer screen. For example, "click the Setup button" means "use your mouse to click the Setup button on the screen."

## Key Combinations

Most keyboard shortcuts use more than one key at a time. Key combinations are often the Alt (Alternate) or Ctrl (Control) key, followed by a letter or number key.

WinTen² user manuals abbreviate key combinations in the format *key+key*. For example, "press Ctrl+C" means "press and hold Ctrl and then press C."

Much like the Shift key, the Ctrl and Alt keys modify the way the computer interprets other keys, but will not type anything by themselves. When a key combination includes one of these keys, it will appear first. You should *press and hold* the first key before pressing the last key in the combination.

***Hint:*** *Think of this as like using Shift to type a capital letter. For example, pressing Shift+A should type a capital letter A, but if you press and hold A before pressing Shift, you might type something like "aaaaaaaA." However, if you press and hold Shift first, you will just type "A." The same holds true for issuing commands with key combinations that include Alt or Ctrl.*

## Focus

In computer terms, “focus” identifies which part of the screen is currently active. Focus can be on a button, a data field, a screen tab, or a menu item. Some part of the screen is always “in focus.”

You can move focus to the next field or option by pressing Tab. This usually moves focus down or to the right. Move focus to the previous field or option (usually up or to the left) by pressing Shift+Tab.

***Hint:*** *If you are in a menu, you can also move focus by pressing the arrow keys.*

If focus is on a button, a dotted line appears around the inside of the button. When a button has focus, you can activate it by pressing Enter. This has the same effect as clicking the button with the mouse.

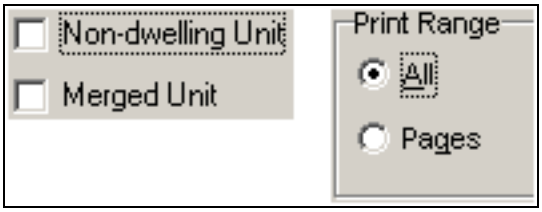
If focus is on a menu item, it is highlighted. You can press Enter to activate the menu item.

Focus on a data field shows in one of three different ways, depending on what kind of field it is.

A text field in focus contains a flashing cursor; you can type data into it.

A drop-down list in focus is highlighted. Use the type-ahead feature or the arrow keys to make your selection. (See *Type Ahead*, below.)

A checkbox or a group of radio buttons in focus has a dotted outline. Press Spacebar to check or uncheck a checkbox field. Press DownArrow or UpArrow to change a radio button selection.




***Hint:*** *Checkboxes are square. A checkbox is a "yes or no" field. A checkmark in the box means "yes"; an empty box means "no." You can check or uncheck any box, regardless of your choice for any other box.*

*Radio buttons are round and always appear in groups of two or more. You can select only* one *choice within a group. If you then make a different selection, you will remove the previous choice.*

## On-Screen Hints

There are three kinds of on-screen hints you can use to help you remember keyboard shortcuts: underlined letters, tool tips, and menu prompts.

The names of many commands and fields have one letter underlined. Whenever you see an underlined letter, you can activate that choice by pressing and holding Alt, and then pressing (typing) the underlined letter. If it is for a button or menu choice, you will execute that command. If it is for a field, you will activate (put focus on) that field so you can complete it.

Sometimes the underlines do not appear until you press Alt. This is true in some menus, for example.

***Hint:*** *When you are on a Main Menu screen or a Setup screen, you can activate a button by pressing your choice's underlined letter with* or without *the Alt key. This works* only *on Main Menu and Setup screens.*

Tool tips, sometimes called "pop ups," are short messages attached to toolbar icons. If you point to any toolbar icon, the tool tip will appear in a moment giving you the name of the icon and its keyboard shortcut, if there is one.

Menu commands that have keyboard shortcuts show the shortcut immediately after the command name.

## Menus

The option mentioned above for using Alt with an underlined letter also works for menus, but it behaves a little differently. There are also a couple of other menu options to consider.

Menus appear near the upper left of a screen, just below the screen title. There is often a File, Edit, View, and Help menu, although this varies from screen to screen. There can be other menus, as well.

To open a menu with the keyboard, press and hold Alt and press the underlined letter of the menu you want to open. For example, Alt+E usually opens the Edit menu.

***Note: The underlines may not appear until you press Alt.***

To close a menu again without executing a command, press Alt by itself.

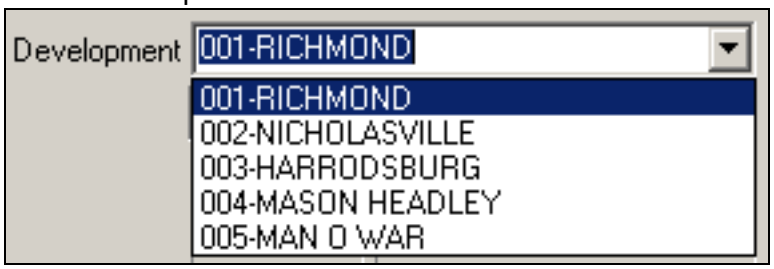
Once a menu is open, you can press LeftArrow or RightArrow to move from one menu to another. You can press UpArrow or DownArrow to move through the commands within a menu. To execute a command, arrow to it and press Enter.

The underlined letters within a menu offer a second option for executing menu commands. If you have opened the menu with Alt and the underlined letter, you can then activate a particular menu command by pressing its underlined letter without the Alt key. (Do *not* press Alt a second time. If you press Alt a second time, it will close the menu.)

## Type Ahead

A drop-down list is a field with a set of predefined options from which you can choose. It has a small down-arrow to the right of it. Drop-down lists offer a feature called "type-ahead." If you know your choice, simply type its first few letters. As you type, the program will show you the first option that matches what you have typed. When your choice appears, press Enter or Tab to select it.

You can also press F4 to "open" the list and see the available choices.




Drop-down lists also allow you to press DownArrow or UpArrow to toggle through the choices.

All of these options (type-ahead, DownArrow, UpArrow, and F4) will work in combination with each other.

## Common Shortcuts

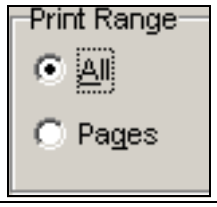
This section includes two tables with some of the more common keyboard options:

- *Common Keyboard Shortcuts B.7*
- *Common Types of Fields B.8*

## Common Keyboard Shortcuts

| Press | To |
|---|---|
| F1 | Display Help |
| F4 | Display the items in a drop-down list or open a select screen. |
| Alt+underlined letter | Activate a choice with an underlined letter |
| Tab | Move to the next field or option |
| Shift+Tab | Move to the previous field or option |
| Ctrl+Tab | Move to the next tab on a screen |
| Ctrl+Shift+Tab | Move to the previous tab on a screen |
| Esc | Exit a screen |
| Ctrl+A | Add a record |
| Ctrl+D | Delete a record |
| Ctrl+E | Edit a record |
| Ctrl+S | Save changes from edit mode |
| Ctrl+Q | Cancel changes from edit mode |
| Ctrl+P | View the prior record |
| Ctrl+N | View the next record |
| Alt+T | Activate a Select button |
| Alt+C | Activate a Cancel button |
| PageDown | Move to the next step in a wizard |
| PageUp | Move to the previous step in a wizard |

## Common Types of Fields

| Field | Keyboard Shortcut | Example |
|---|---|---|
| Search For | Type an entry and press Enter | |
| Drop-down list | Use any combination of type-ahead, F4, DownArrow, or UpArrow | |
| Lookup icon | F4 | |
| Checkbox | Spacebar | |
| Radio Button | Arrow keys |  |

# C

# GLOSSARY

**balance sheet**
In formal bookkeeping and accounting, a balance sheet is a statement of the book value of all of the assets and liabilities (including equity) of a business or other organization or person at a particular date, such as the end of a "fiscal year." It is known as a balance sheet because it reflects an accounting identity: the components of the balance sheet must (by definition) be equal, or in balance; in the most basic formulation, assets must equal liabilities and net worth, or equivalently, net worth must equal assets minus liabilities.

A balance sheet is often described as a "snapshot" of the company's financial condition on a given date. Of the four basic financial statements, the balance sheet is the only statement which applies to a single point in time, instead of a period of time.

**cash flow statement**
In financial accounting, a cash flow statement is a financial statement that shows a company's incoming and outgoing money during a time period (often monthly or quarterly). The statement shows how changes in balance sheet and income accounts affected cash and cash equivalents, and breaks the analysis down according to operating, investing, and financing activities. As an analytical tool the statement of cash flows is useful in determining the short-term viability of a company, particularly its ability to pay bills. International Accounting Standard 7, is the International Accounting Standard that deals with cash flow statements.

**columns**
Columns are the vertical positions of data in a report. Column formats are provided by WinTen² and cannot be altered, but you may choose between eight different formats to use in your reporting.

**financial report writer**
Found in the WinTen² General Ledger program, Financial Report Writer (FRW) draws information and data from this program and allows your agency to design and produce custom financial reports that are completely tailored to your needs.

### header

The header is located at the top of the report and usually contains the company name, date, and name of report.

### income statement

An Income Statement, also called a Profit and Loss Statement (P&L), is a financial statement for companies that indicates how net revenue (money received from the sale of products and services before expenses are taken out, also known as the "top line") is transformed into net income (the result after all revenues and expenses have been accounted for, also known as the "bottom line"). The purpose of the income statement is to show managers and investors whether the company made or lost money during the period being reported.

In reference to governmental organizations, an income statement is called a Statement of Changes in Net Assets.

### line types

Each row of a report is defined under a particular line type, and the line type determines what is displayed or calculated on the report.

### revenue statement

A financial statement of revenue and expenditures during a given time period (such as a fiscal period, quarter, or year).

### rows

Rows are the horizontal positions of data in a report, and you can define the number of rows, as well as their content. Rows (formats) are more complex than columns (formats) and are completely customizable.

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